

Registering with GoTo Webinar

Please be aware that your GoTo registration will only be processed if you have submitted an application via the CCBS website and received notification that your application has been accepted.) Further details of How to Apply via the CCBS website can be found [here](#).

Joining instructions

1. You will receive an email from your host with a registration link, Webinar ID and password to enter when joining live session (if applicable).

EXAMPLE — PLEASE DO NOT USE THIS ID AND LINK

Registration URL

<https://attendee.gotowebinar.com/register/7094140689172623887>

Webinar ID

873-859-659

2. You will need to click on the registration URL link, which will take you to a registration page where you will need to fill out your details and submit. **Please click on this link as soon as you receive to test out whether you can access the link without any problems.**

Mon, Jun 1, 2020 1:00 PM - 2:00 PM BST
Show in My Time Zone

*Required field

First Name* Last Name*

Email Address*

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

3. Once you have registered, the host will receive your registration and will need to accept.

4. Once your registration has been accepted, you will receive a confirmation email containing information about joining the Webinar which should look like this:

How To Join The Webinar

Mon, Jun 1, 2020 1:00 PM - 2:00 PM BST

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

Note: This link should not be shared with others. It is unique to you.
Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

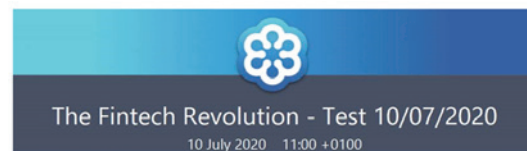
--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

5. Please click on 'Join Webinar' prior to joining the live session to check that you can access it without encountering any technical issues. Sometimes the site may be blocked by your organisation so we recommend you check to see if you can access the link in advance. Please contact your organisation's technology department if this is the case.

6. The host may have password protected the session so please enter the password when prompted. The host should have emailed the password to you.



Meeting password

Please enter the password you received from the organizer.

[Where I can find this?](#)

7. If you have any issues with registering or accessing GoToWebinar, please contact CCBSinfo@bankofengland.co.uk. We recommend you join the first session 15 minutes early in order to ensure you can access the session without any difficulties.

During the live Webinar session

1. If during the Webinar you have trouble with your laptop audio, you can dial in instead. Dial in details will be included in the joining instructions email that were sent to you.

EXAMPLE — PLEASE DO NOT USE THIS ID AND LINK

How To Join The Webinar

Mon, Jun 1, 2020 1:00 PM - 2:00 PM BST

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

[Join Webinar](#)

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

—OR—

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

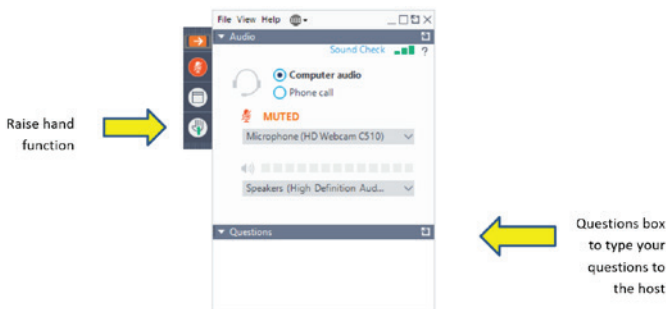
United Kingdom: +44 330 221 9914

Access Code: 355-972-878

Audio PIN: Shown after joining the webinar

Webinar ID: 873-859-659

2. You will be automatically muted by the organiser during a Webinar however when asked to speak, the organiser will unmute you and then you will be able to unmute yourself to allow you to speak.
3. If you wish to speak during a Webinar, use the 'raise hand function' on your control panel.
4. You will have access to a 'questions box' on your control panel. You can use this to highlight any process/technological problems, or to communicate questions of substance to the organisers and directors.



How to join a Webinar using different devices

1. **Via a laptop** = Click on the 'Join Webinar' button which can be found in your joining instructions email. This will take you through to a Web browser where you will be entered into the Webinar session.
2. **Via an iPhone/iPad** = Click on the 'Join Webinar' button, which can be found in your joining instructions email. This will prompt you to tap and install the GoTo Webinar app. Once you have downloaded the app, you will be able to join the Webinar by entering the nine digit Webinar ID that was sent to you by your host and would have been included in your joining instructions email.